

INFORMATION SHEET

Technical Preliminary Site Plan Review Requirements

This information sheet is intended to assist developers by identifying the minimum City requirements essential for the preparation of a Technical Preliminary Site Plan Review. The following types of projects are eligible for review under this process: commercial, industrial, and multi-family (townhouse, condominium.)

A Technical Preliminary Site Plan is a map, drawn to scale, which shows the location and dimensions of proposed buildings, drives, parking areas, open spaces, right-of-way, etc., associated with a project. This initial review, while not all inclusive, is intended to assist the project owner in identifying the major infrastructure issues and the impact fees associated with site development.

Your project is important to us. In order to provide essential feedback, we need the best and most complete Technical Preliminary Site Plan documents you can provide. By taking the time early in the Planning & Development process to provide this information, review staff can provide insightful recommendations which, when incorporated into the final plan submittal, can save all of us time and expense.

PROCESS

This process applies whether your project is currently zoned for the intended use or is in need of a zoning action.

If your project requires Planning and Zoning commission action and City Council approval, you must work with the case planner. The planner can explain the zoning submittal and approval process, which includes a technical site plan review. It is important to remember that the Technical Preliminary Site Plan issues will be documented as part of the zoning case.

If your project is currently zoned for the intended use, you must initiate the process by submitting plans, in compliance with this information sheet, at the Development Services front counter. At that time, a quality control check will be conducted by a plans examiner. If the submittal contains insufficient information, you will be advised of the deficiencies and requested to make the corrections. If the technical site plan contains sufficient information, it will be accepted into the system.

Seven (7) sets of Technical Preliminary Site Plans must be submitted. High Profile projects require ten (10) sets of Technical Preliminary Site Plans. A minimum of ten (10) working days will be allocated for this no cost review. These plans will be reviewed by a staff representative from the following areas: civil, landscape/zoning, transportation, impact fee, building, police, and fire. In order for Impact fee staff to provide an accurate fee estimate, it is important that the building square footage and use be clearly noted on the plans or in the attached narrative. When the staff review is complete, you will be provided with written comments.

The Procedure of the City of Chandler on Appeals of Required Dedications and Exactions is available upon request by contacting the Development Project Coordinator at (480) 782-3004.

Thank you for choosing the City of Chandler as the site for your project. We look forward to forging a successful working relationship with you. If you have any questions about these Technical Preliminary Site Plan requirements or this process, please contact the planner assigned to your case, at (480) 782-3000 or the Development Project Coordinator, at (480) 782-3004.

TECHNICAL PRELIMINARY SITE PLAN REVIEW REQUIREMENTS

When preparing the Technical Preliminary Site Plan, the following items must be addressed if they apply. Place a check mark in the box ☐ next to the items that have been addressed. This checklist must accompany the Technical Preliminary Site Plan package when it is submitted at the Development Services front counter. An incomplete plan submittal can result in delay to your project.

- ☐ 1. Narrative overview of project
- ☐ 2. Project name and location
- ☐ 3. Name, address, and telephone number of developer and/or owner
- ☐ 4. Name, address, and telephone number of all design team firms including registration numbers
- ☐ 5. Date of preparation, revision date, if any
- ☐ 6. Assessors Parcel Number
- ☐ 7. Legal Description, if any
- ☐ 8. ALTA survey, if available
- ☐ 9. Scaled site plan depicting property line, setback distances, and North arrow
- ☐ 10. Anticipated project phase lines
- ☐ 11. Proposed building elevations
- ☐ 12. Scaled floor plan depicting uses (processes) within each building, room or area
- ☐ 13. Square footage of the commercial and/or industrial building area under roof. Number of units in a multi-family project. **(This is critical to impact fee calculation.)**
- ☐ 14. Construction type as classified in Uniform Building Code
- ☐ 15. Occupancy classification by building, room or area per the Uniform Building Code
- ☐ 16. Type and quantity of hazardous materials
- ☐ 17. Number and size of water meters
- ☐ 18. Adjacent roadway layout, including existing and proposed left and right turn bays
- ☐ 19. Driveway locations(s) and width(s)
- ☐ 20. Location of drives across the street and adjacent to the site
- ☐ 21. Medians and median breaks, if any
- ☐ 22. On-site traffic layout including parking and drive thru
- ☐ 23. Customers per hour and peak demand times for the drive thru facility
- ☐ 24. Traffic Impact Assessment, if seeking variance from City access design standards
- ☐ 25. Existing street lights
- ☐ 26. Length and description of any adjacent arterial roadways to be constructed with project
- ☐ 27. Location of existing underground utilities (sewer, water, fire hydrants)
- ☐ 28. Dimensions from intersection to driveway locations
- ☐ 29. Irrigation structures, appurtenances, and ownership rights
- ☐ 30. Overhead utility lines

City of Chandler
Technical Preliminary Site Plan Review Application

This space for City use.

City Log #: _____ Review Comments Due:

Routing: (Circle destination)

Civil Zoning Traffic Building Fire Police Addressing

Notes:

The purpose of the Technical Preliminary Site Plan Review is to provide a source of technical information for developers intending to construct a project within Chandler. The submittal requirements for this no cost review are contained in the Technical Preliminary Site Plan Review Requirements Information Sheet.

PLEASE PROVIDE COMPLETE AND LEGIBLE APPLICATION INFORMATION

Submittal _____ Date:

Project _____ Name:

Project _____ Location:

Project Owner: _____ Telephone No.:

Owner _____ Address:

Applicant Name: _____ Telephone No.: _____

Applicant Address:
